ING Corporate Card Programme
Corporate and Individual Pay
Change company details

ING

1. Company information (mandatory)

1a Company name

1b Company account number

⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭

11 Digit reference number shown on the top of the company statement.

1c Country of incorporation

2. Change company contact details (optional)

2a New company name

Change of company name is only possible when the Chamber of Commerce number does not change. Please also send in a recent certificate of registry.

2b New name on cards

⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭

Maximum 21 characters (including spaces).

2c New name on existing cards?   ◯ No   ◯ Yes

If you would like the new name on your existing cards, all cards will be blocked first before replacement. This means your cardholders are temporarily unable to use their cards.

2d New address

2e Postal code

2f Town/City

2g Country

3. Change Programme Administrator details 1 (optional)

3a Add/delete Programme Administrator or change information

◯ Add   ◯ Change information

◯ Delete   ◯ Read-only access to the ING Commercial Card portal

3b Surname and initials

3c Gender   ◯ Male   ◯ Female

3d Date of birth   ⬭⬭ – ⬭⬭ – ⬭⬭⬭⬭   dd-mm-yyyy

3e Password   ⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭

We will ask for your password whenever you call us. Your password should have no more than 12 characters.

3f Mobile number (incl. country code)   + ⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭

3g Landline (incl. country code)   + ⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭⬭

3h New E-mail address

The login credentials for the ING Commercial Card portal will be send to this email address. No email address from a colleague or a general email address such as info@, admin@, etc.

3i Signature

Please continue on the next page.

4. Change Programme Administrator details 2 (optional)

4a Add/delete Programme Administrator or change information
- ○ Add
- ○ Delete
- ○ Change information
- ○ Read-only access to the ING Commercial Card portal

4b Surname and initials

4c Gender
- ○ Male
- ○ Female

4d Date of birth ⬚⬚ – ⬚⬚ – ⬚⬚⬚⬚ dd-mm-yyyy

4e Password ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

We will ask for your password whenever you call us. Your password should have no more than 12 characters.

4f Mobile number (incl. country code) + ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

4g Landline (incl. country code) + ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

4h New E-mail address

The login credentials for the ING Commercial Card portal will be send to this email address. No email address from a colleague or a general email address such as info@, admin@, etc.

4i Signature

5. Change limit (optional)

Currency as used in original application.

5a Permanent change company monthly limit ⬚⬚⬚⬚⬚⬚⬚

5b Temporary change company monthly limit (max. 3 months) ⬚⬚⬚⬚⬚⬚⬚

5c From (date) ⬚⬚ – ⬚⬚ – ⬚⬚⬚⬚ dd-mm-yyyy

5d Until (date) ⬚⬚ – ⬚⬚ – ⬚⬚⬚⬚ dd-mm-yyyy

6. Other particulars (optional)

6a Old IBAN ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

6b Old BIC ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

6c New IBAN ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

6d New BIC ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

6e Change correspondence language
- ○ Dutch
- ○ English
- ○ French
- ○ German
- ○ Spanish
- ○ Italian

Please continue on the next page.

6. Other particulars (optional) (continuation)

6f Paper statement for the company   ◯ Yes   ◯ No

For the cost of paper statements see brochure 'Tariffs ING Corporate Card'.

6g Paper statement for all cardholders   ◯ Yes   ◯ No

For the cost of paper statements see brochure 'Tariffs ING Corporate Card'.

6h Change of destination for card dispatch

◯ Employee

◯ Programme Administrator, name

_____

6i Cancel ING Corporate Card Programme (all cards)   ◯ Yes

All cards will be blocked immediately and can no longer be used.

7. Signature Programme Administrator (mandatory)

7a Date   ☐☐ – ☐☐ – ☐☐☐☐   dd-mm-yyyy

7b Town/City _____

7c Surname and initials _____

7d Signature

8. Signature company (Mandatory in case of adding a Program Administrator)

This form must also be signed by the authorised signatory / signatories of the company in case of adding a Programme Administrator (the company declares that it established the identity and the signature of the added Programme Administrator(s) on the basis of a valid identity document).

8a Date   ☐☐ – ☐☐ – ☐☐☐☐   dd-mm-yyyy

8b Town/City _____

8c Name authorised signatory of the contracting party _____

8d Position _____

8e Signature authorised signatory

8f Date   ☐☐ – ☐☐ – ☐☐☐☐   dd-mm-yyyy

8g Town/City _____

8h Name authorised signatory 2 _____

8i Position _____

8j Signature authorised signatory 2

9. Mailing address and what to send

Checklist of items to be sent:
• This form completed and duly signed
• Company name change: a recent certificate of registry

Please send all items to:
ING Corporate Card
PO Box 22005
8900 KA Leeuwarden
The Netherlands

or scan everything and mail to corporate.card.backoffice.nl@ing.com

ING Corporate Card Programme
SEPA direct debit mandate

ING

1. Account owner

1a Name

Name of company (Corporate Pay) or person (Individual Pay) to whom the statement is addressed.

1b Address

1c Postal code

1d Town/City

1e Country

2. Creditor

2a Name

2b Address

2c Creditor ID

3. Reference of payment

3a Reference

3b Type of payment

3c Collection frequency

4. Bank information

If you have chosen Corporate Pay, please fill out the company's bank data here. For an Individual Pay Mandate, please fill out the cardholder bank data here.

4a IBAN

4b BIC

4c Bank name

Please continue on the next page.

5. Authorisation direct debit

By signing this mandate form, you authorise (A) ING Corporate Card to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from ING Corporate Card. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.

5a Date   ☐☐ – ☐☐ – ☐☐☐☐ dd-mm-yyyy

5b Town/City

5c Surname and initials
account owner

5d Signature account owner

5e Surname and initials 2nd
account owner*

5f Signature 2nd account owner*

* If applicable.

6. To be completed by the creditor (ING)

6a Mandate reference

7. Mailing address

Please send this form together with the application or mutation form to:
ING Corporate Card
PO Box 22005
8900 KA Leeuwarden
The Netherlands

or scan all documents and mail to corporate.card.backoffice.nl@ing.com